



# STATE BOARD OF EQUALIZATION

450 N Street, Sacramento, CA 95814

Positions are located in Houston, Texas; Chicago, Illinois; New York, New York; and throughout California.

## *POSITION VACANCY AND EXAMINATION ANNOUNCEMENTS*

*You are invited to apply . . .*

For any of the positions listed on the attached pages. To apply, you must be eligible for appointment from a California State Civil Service List, or you must be a State of California employee or prior State of California employee with reinstatement rights who is within transfer range of the new position. Training and development assignments and lateral transfers may be considered for most positions. Applications may be screened and only the most competitive interviewed.

All appointments are subject to and pending departmental approval.  
Some positions may require that you work in a high-rise building.

*We are looking for . . .*

Well-qualified people in a variety of professional positions, including tax accountants, appraisers, programmers, analysts, business taxes representatives, and tax auditors. Boards of Equalization employees are part of a team whose management cares about them as well as the job they do. And because they do, you will be given responsible jobs, excellent training, and many opportunities to accomplish your professional goals.

*To apply, submit a standard state application form . . .*

And other requested information to the contact person listed for each vacancy. Notify the contact person if reasonable accommodation is needed for the interview. Applications are currently available on the Internet at <http://www.spb.ca.gov>.

### *Questions*

or inquires regarding job vacancies in this announcement should be directed to the contact person listed for the particular vacancy. Questions regarding exams should be directed to the Examination Section at (916) 324-4807. Calnet users may call 8-492-9703. TDD Assistance call 1-800-735-2929. Internet users can obtain the most current job vacancy information by assessing the following web page: <http://spb1.spb.ca.gov/wvpos/deptlisting.cfm?dept=equalization>

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The Board of Equalization is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious creed, political affiliation, age, sexual orientation, or medical condition. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service and the special trust placed in public servants.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSISTANT INFORMATION SYSTEM ANALYST**

Position Number: 290-381-1479-036

Location: Technology Services Division  
Salary: \$3004 - \$4742  
Time Base: Full Time Tenure: Permanent  
Contact: Dave Scribnerr (916) 445-1732  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/25/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Performs analysis and technical operations oversight for the production printing system, including all of the functions associated with job submission, restarting, control, trouble shooting and correction analysis of the production printing system. Responsible for a variety of duties in the operations and procedures; working with programmers on processing problems, and shift turnover. Knowledge of Job Control Language (JCL), JES, and TSO/ISPF is desirable. Please state your eligibility for this position in the Explanations section of your application.

**ASSISTANT PROPERTY APPRAISER**

Position Number: 290-322-5439-889

**(OR) ASSOCIATE PROPERTY APPRAISER**

Position Number: 290-322-5444-889

Location: County-Assessed Properties - A.P Surveys  
Salary: \$3715 - \$4516 (or) \$4467 - \$5431  
Time Base: Full Time Tenure: Permanent  
Contact: Bob Reinhard (916) 445-4982 Email: Bob.Reinhard@boe.ca.gov  
MIC: 62  
450 N Street, Sacramento CA 95814  
VPOS Date: 6/5/2007

**Filing Date: 6/19/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direct supervision of a Supervising Property Appraiser, the Assistant/Associate Property Appraiser (Assessment Practices Surveys) serves as a member of a survey team the reviews the assessment practices and procedures of county assessors' offices for compliance with property tax laws and rules. The incumbent focuses on issues involving the taxation of real property. The incumbent also conducts real property review appraisals as part of an assessment sampling program. This position is located in a high-rise building. Travel required 50% of the time.

**ASSISTANT PROPERTY APPRAISER**

Position Number: 290-322-5439-698

**(OR) ASSOCIATE PROPERTY APPRAISER**

Position Number: 290-322-5444-698

Location: County-Assessed Properties Division  
Salary: \$3715 - \$4516 (or) \$4467 - \$5431  
Time Base: Full Time Tenure: Permanent  
Contact: Sally Boeck (916) 322-2523 Email: Sally.Boeck@boe.ca.gov  
MIC: 62  
450 N Street, Sacramento CA 95814  
VPOS Date: 5/25/2007

**Filing Date: 6/11/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direct supervision of a Supervising Property Appraiser, the Assistant/Associate Property Appraiser (Assessment Practices Surveys) serves as a member of a survey team the reviews the assessment practices and procedures of county assessors' offices for compliance with property tax laws and rules. The incumbent focuses on issues involving the taxation of real property. The incumbent also conducts real property review appraisals as part of an assessment sampling program. This position is located in a high-rise building. Travel required 50% of the time.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSISTANT TAX SERVICE SPECIALIST**

Position Number: 290-317-5692-003

Location: Forms and Publications Section  
Salary: \$4467 - \$5431  
Time Base: Full Time                      Tenure: Permanent  
Contact: Anita Stott                      (916) 322-8825                      Email: anita.stott@boe.ca.gov  
MIC: 58  
450 N Street, Sacramento, CA 95814  
VPOS Date: 2/28/2007                      **Filing Date: Until Filled**

Detailed? Creative? Team player? Then you may be right for the editor position in the Forms and Publications Section. The editor interprets technical information to produce articles, publications, brochures, notices, handbooks and other materials in an easy to read format for taxpayers and staff. Experience in applying the principles of Plain English to documents is preferred. Individual will gain experience in current issues and statewide activities and be part of a supportive team working towards streamlined taxpayer services. Individual must possess strong interpersonal and analytical skills, be accurate and focused on detail; develop innovative solutions and have a desire to succeed. This position reports to the manager of the Forms and Publications Section and is located in a high rise building. Training and Development Assignments may be considered. All applicants will be considered however, SROA/Surplus candidates will be given priority. The position requires the incumbent to be fingerprinted.

**ASSOCIATE BUDGET ANALYST**

Position Number: 290-365-5284-005

Location: Financial Management Division  
Salary: \$4255 - \$5172  
Time Base: Full Time                      Tenure: Permanent  
Contact: Lori Zavala                      (916) 445-2254                      Email: lzavala@boe.ca.gov  
MIC: 25  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/11/2007                      **Filing Date: Until Filled**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the direction of the Staff Services Manager I, the analyst will perform a variety of duties related to the development, implementation, monitoring and control of the budget for the Board of Equalization. Responsibilities and duties include but are not limited to participation in: (1) preparation and development of the Board's annual budget; (2) preparation of budget documents (Budget Revisions, Section 28 Letters, etc.), schedules (7A, 10s, 11, etc.), fiscal analyses, and reports; and (3) the review, analysis, and development of Budget Change Proposals (BCPs), new legislation, and feasibility study reports. Desirable Qualifications: strong background in Excel and Access. The position is located in a high-rise building.

**ASSOCIATE BUSINESS MANAGEMENT ANALYST**

Position Number: 290-391-4742-921

Location: Business Services Section  
Salary: \$4255 - \$5172  
Time Base: Full Time                      Tenure: Permanent  
Contact: Rick Guidera                      (916) 445-2406  
MIC: 22  
450 N Street, Sacramento, CA 95814  
VPOS Date: 3/16/2007                      **Filing Date: Until Filled**

All applicants will be considered; however, SROA/Surplus will be given priority. The Associate Business Management Analyst, under general direction from the Manager, Business Services Section, is responsible for managing facility alteration, expansion and relocation projects, independently develops cost estimates, designs space layouts utilizing AutoCAD software, works closely with architects, lessors and real estate leasing officers. Travel is required (some overnights and weekends). The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Position Number: 290-316-5393-016

Location: Customer and Taxpayer Services

Salary: \$4255 - \$5172

Time Base: Full Time

Tenure: Permanent

Contact: Annette Zurawski

(916) 324-2051

Email:

MIC: 19

Annette.Zurawski@boe.ca.gov

450 N Street, Sacramento, CA 95814

VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Customer & Community Outreach Services Section has an opportunity for someone who has strong interpersonal skills, enjoys the challenges of working with the public, and has a positive, creative, and flexible approach to problem solving. The Associate Governmental Program Analyst (AGPA) assumes major responsibility for BOE sponsored seminars, workshops, statewide conferences, Small Business Tax Days, delegate visits, and speaker requests from outside entities. In addition, the analyst will be asked to independently conduct research and analysis, evaluate materials, develop alternatives and make recommendations to management on various issues regarding customer and community education and outreach policies and procedures. The AGPA must exercise a high degree of initiative and good judgment; develop logical and effective solutions to complex managerial and administration problems; effectively manage multiple projects simultaneously and have excellent communication skills. Statewide travel is required, approximately 10 -15 % of time. Must be willing to work in a high rise building.

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Position Number: 290-316-5393-297

**(OR) STAFF SERVICES ANALYST**

Position Number: 290-316-5157-297

Location: Customer & Community Outreach Services Section

Salary: \$4255 - \$5172 (or) \$2724 - \$4300

Time Base: Full Time

Tenure: Permanent

Contact: Annette Zurawski

(916) 324-2051

Email:

MIC: 19

Annette.Zurawski@boe.ca.gov

450 N Street, Sacramento, CA 95814

VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Customer & Community Outreach Services Section has an opportunity for someone who has strong interpersonal skills, enjoys the challenges of working with the public, and has a positive, creative, and flexible approach to problem solving. The Associate Governmental Program Analyst (AGPA) assumes responsibility for BOE sponsored seminars, workshops, statewide conferences, Small Business Tax Days, delegate visits, and speaker requests from outside entities. In addition, the analyst will be asked to independently conduct research and analysis, evaluate materials, develop alternatives and make recommendations to management on various issues regarding customer and community education and outreach policies and procedures. The AGPA must exercise a high degree of initiative and good judgment; develop logical and effective solutions to managerial and administration problems; effectively manage multiple projects simultaneously and have excellent communication skills. Statewide travel is required, approximately 10 -15 % of time. Must be willing to work in a high rise building. Will consider filling at a Staff Services Analyst (SSA) level. "SUBJECT TO POST & BID" If you are a current Board of Equalization employee in this class, eligible under the terms of your bargaining unit contract to participate in Post & Bid and are interested in bidding on this position submit your STD 678, Employment Application (STD 678) to the Post and Bid Coordinator. Indicate Post and Bid and the position number in the "Examination(s) or Job Title(s) for Which You Are Applying" section of your application. Your application must be submitted to Tina Tallman, Post and Bid Coordinator at the Board of Equalization, 450 N Street MIC: 16, Sacramento, CA 95814 and received/post marked by the final filing date listed.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSOCIATE INFORMATION SYSTEMS ANALYST (SPEC)**

Position Number: 290-381-1470-900

Location: Technology Services Division  
Salary: \$4467 - \$5703  
Time Base: Full Time                      Tenure: Permanent  
Contact: Wayne Williams                      (916) 322-9675  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 5/15/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Desirable Qualifications include: Experience installing, configuring and troubleshooting problems with network connected PC's, printers, peripherals, video terminals and related devices. Knowledge of features and functions of and the ability to install, configure, and troubleshoot problems with PC applications software and the Windows 2000, and XP desktop operating systems. Experience installing, configuring and troubleshooting local and wide area network infrastructure components such as hubs, switches, routers, controllers, wiring connections and the ability to troubleshoot and correct complex network connectivity issues. Must be able to meet stringent workload and project deadlines, work independently and be self-motivated. Must be able to establish and maintain effective team-building working relationships with management, staff, and vendors. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**ASSOCIATE PERSONNEL ANALYST**

Position Number: 290-331-5142-011

**(OR) STAFF SERVICES ANALYST**

Position Number: 290-331-5157-011

Location: Human Resources- Organizational Svs Sect  
Salary: \$4255 - \$5172 (or) \$2724 - \$4300  
Time Base: Full Time                      Tenure: Permanent  
Contact: Mary Sue Paul                      (916) 445-5131                      Email: marysue.paul@boe.ca.gov  
MIC: 16

450 N Street, Sacramento, CA 95814

VPOS Date: 6/8/2007

**Filing Date: 6/22/2007**

All applicants will be considered, however SROA/Surplus must be given priority. Are you energetic, positive, have experience in personnel or have the ability to be trained? Can you provide excellent customer service in a fast paced work environment? The Board of Equalization's Organizational Services Section has an Associate Personnel Analyst/Staff Services Analyst position that affords many opportunities to learn and be part of the changing world of personnel. Candidates must possess excellent communication and organizational skills, attention to detail and the ability to effectively apply laws, rules, regulations and bargaining unit contract provisions. Incumbent is responsible for all aspects of classification work including position allocation review, classification revisions, and a variety of special projects. Work closely with Agency staff and control agencies to help BOE be the best it can be. Position may be downgraded to Staff Services Analyst for recruitment. The position is located in a high-rise building. Training and development assignments may be considered.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1579-073

Location: Technology Services Division  
Salary: \$4467 - \$5703  
Time Base: Full Time Tenure: Permanent  
Contact: Kathy Tyler (916) 322-2987  
MIC: 26  
450 N Street, Sacramento, Ca 95814

VPOS Date: 2/22/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Serves as a member of a project team or works independently to develop new applications and maintain/enhance existing programs and/or systems. Required knowledge, skills and abilities: knowledge in systems analysis, design, coding, unit testing, and integration testing; ability to work independently and as part of a team; ability to work cooperatively with others; ability to communicate effectively, both orally and in writing. Desirable experience/qualifications: Natural/ADABAS. The position is located in a high-rise building. Please list your eligibility for this position in the Explanations section of your application. The position requires the incumbent to be fingerprinted.

**BUSINESS TAX SPECIALIST I**

Position Number: 290-423-4380-006

Location: Sales & Use Tax - Out-of-State District Office  
Salary: \$5153 - \$6263  
Time Base: Full Time Tenure: Permanent  
Contact: Brian Wiggins (916) 227-6678  
MIC: OH  
3321 Power Inn Rd, Ste 130, Sacramento, CA 95826

VPOS Date: 6/8/2007

**Filing Date: 6/22/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under general guidance, the incumbent independently conducts the most difficult and complex audits, typically consisting of the largest industrial corporations; makes audit appointments; meets with taxpayers and their representatives; explains the audit findings; and prepares appropriate audit reports. This position may be required to rotate into the audit review position. Travel required 50% of the time. Out-of-state office: the incumbent will receive \$346.00 per month pay differential.

**BUSINESS TAXES ADMINISTRATOR II**

Position Number: 290-321-4331-817

Location: Internal Security and Audit Division  
Salary: \$5657 - \$7170  
Time Base: Full Time Tenure: Permanent  
Contact: Darlene Allen (916) 324-1874  
MIC: 54  
450 N Street, Sacramento, CA 95814

VPOS Date: 12/7/2006

**Filing Date: Until Filled**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the general direction of the Chief, Internal Security and Audit Division (ISAD), the Business Taxes Administrator II, Internal Investigations and Security Section plans, organizes, manages, and directs the work of a staff of fully trained professionals who provide program and policy evaluation and support services to the Executive Director, executive management, and all organization components of the Board of Equalization (BOE). The incumbent supports the Chief, ISAD, in the administration and oversight of the BOE's internal investigations, physical security, and internal audit programs. The incumbent has significant responsibility in the formulation, evaluation and administration of agency policies and programs. Provides staff support in conducting protective and operational audits of the BOE's operations. Travel required 5% of the time. The position requires the incumbent to be fingerprinted. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-492-8694-001

Location: Environmental Fees Division  
Salary: \$4467 - \$5431  
Time Base: Full Time                      Tenure: Permanent  
Contact: Kevin McCarley                      (916) 322-9382  
MIC: 57  
450 N Street, Sacramento, CA 95814

VPOS Date: 5/29/2007

**Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under general direction of a Business Taxes Compliance Supervisor II, the incumbent performs review and approval of compliance assignments as well as acts as a technical resource for the compliance staff. Significant additional duties include special projects impacting department, division, or section policies or procedures related to compliance or administrative issues. Projects include proposals for streamlining specific functions and supporting the training of staff in new policies and procedures. The Business Taxes Compliance Supervisor performs special assignments and other duties as needed. The position is located in a high-rise building.

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-494-8694-869

Location: Fuel Industry Section - HQ Sacramento  
Salary: \$4467 - \$5431  
Time Base: Full Time                      Tenure: Permanent  
Contact: Joan Steinhart                      (916) 323-9368  
MIC: 31  
450 N Street, Sacramento, CA 95814

VPOS Date: 6/6/2007

**Filing Date: 6/20/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of a Business Taxes Compliance Supervisor II, the incumbent acts independently to handle the most complex compliance cases. Acts as a lead person, providing technical and functional guidance to Business Taxes Representatives and Tax Technicians requiring assistance. Performs first level review of staff's work, and works on Special Projects in support of all aspects of the administration of the Fuel Taxes programs. May act as a team leader on special projects and may act as section's PC coordinator. The position is located in a high-rise building.

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-326-8694-033

Location: Investigations Division, Oakland  
Salary: \$4467 - \$5431  
Time Base: Full Time                      Tenure: Permanent  
Contact: Tammie Tessier-Jennings                      (916) 324-2826  
MIC: 42  
450 N Street, Sacramento, CA 95814

VPOS Date: 5/3/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Administrator I, the incumbent conducts Licensing Inspections, conducts administrative seizures and may appear in court proceedings. The incumbent also prepares appropriate inspection and seizure reports, conducts field observations, and assists in identifying interrelated fraud schemes. Interviews will be held at the Oakland Office. Travel required 50% of the time. The travel time will consist of mostly local fieldwork with some out-of-town overnight travel. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-326-8694-069

Location: Investigations Division, San Francisco  
Salary: \$4467 - \$5431  
Time Base: Full Time Tenure: Limited Term No. of Months: 12  
Contact: Jacqueline Rockwell (415) 722-9020  
121 Spear Street, Suite 460, San Francisco, CA 94105-1584  
VPOS Date: 5/31/2007 **Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Administrator I, the incumbent conducts licensing inspections and administrative seizures, and may appear in court proceedings. The incumbent also prepares inspection, investigation, seizure, and citation reports, conducts field observations, and assists in identifying interrelated fraud schemes. This position will receive limited peace officer training and may issue civil and criminal citations after certification. Travel daily on foot with laptop computer over a wide geographical area. 25% out-of-town overnight travel. Limited term position until 6/30/08. Travel required 50% of the time. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES COMPLIANCE SPECIALIST**

Position Number: 290-326-8694-067

Location: Investigations Division, San Francisco  
Salary: \$4467 - \$5431  
Time Base: Full Time Tenure: Limited Term No. of Months: 12  
Contact: Jacqueline Rockwell (415) 722-9020  
121 Spear Street, Suite 460, San Francisco, CA 94105-1584  
VPOS Date: 5/25/2007 **Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Administrator I, the incumbent conducts licensing inspections and administrative seizures, and may appear in court proceedings. The incumbent also prepares inspection, investigation, seizure, and citation reports, conducts field observations, and assists in identifying interrelated fraud schemes. This position will receive limited peace officer training and may issue civil and criminal citations after certification. Travel daily on foot with laptop computer over a wide geographical area. 25% out-of-town overnight travel. Limited term position until 6/30/08. Travel required 50% of the time. The position requires the incumbent to be fingerprinted. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES COMPLIANCE SUPERVISOR II**

Position Number: 290-468-8698-533

Location: Centralized Collection Section  
Salary: \$4912 - \$5971  
Time Base: Full Time Tenure: Permanent  
Contact: Alan Giorgi (916) 445-3802  
MIC: 95  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007 **Filing Date: 6/15/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The position is subject to being approved as part of the 2007/2008 budget. The Business Taxes Compliance Supervisor II supervises staff that is responsible for resolving tax liabilities through collection or other means including reviewing claims of exemption. The position requires working with individuals at all levels both inside and outside the Board of Equalization. Must be able to work in high rise building. The position requires the incumbent to be fingerprinted.



**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-468-8690-544  
Position Number: 290-468-8690-546  
Position Number: 290-468-8690-526  
Position Number: 290-468-8690-547  
Position Number: 290-468-8690-527  
Position Number: 290-468-8690-534  
Position Number: 290-468-8690-535

Location: Centralized Collection Section  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Alan Giorgi  
MIC: 95  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 445-3802

VPOS Date: 5/29/2007

**Filing Date: 6/15/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The position is subject to being approved as part of the 2007/2008 budget. The Business Taxes Representative independently works collection and use tax cases of moderate difficulty including claims of exemption. The accounts are worked from the office by telephone and through the mail using an inside collection program. A personal computer is used to obtain daily assignments, gather information, record actions and enter case notes. Must be able to work in high rise building. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-468-8690-041

Location: Centralized Collection Section  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Vickie Vassiliou  
MIC: 95  
12440 E Imperial Highway, Suite 200, Norwalk, CA 90650

Tenure: Permanent  
(562) 466-1902

VPOS Date: 5/25/2007

**Filing Date: 6/11/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The Business Taxes Representative independently works collection cases of moderate difficulty. The accounts are worked from the office by telephone and through mail using as inside collection program. A personal computer is used to obtain daily assignments, gather information, record actions and enter case notes. Interested candidates must meet educational requirements. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-493-8690-030

Location: Excise Taxes Division  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Chi Vuong  
MIC: 56  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 327-6416

VPOS Date: 5/25/2007

**Filing Date: 6/11/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of the Business Taxes Compliance Supervisor II, and with general guidance of the Business Tax Compliance Specialist, the Business Taxes Representative locates and contacts individuals and representatives of organizations either by telephone, mail or in person to secure information and to obtain compliance within the provisions of the Excise Tax laws, rules, and regulations. Interested candidates must meet educational requirements. The position is located in a high-rise building.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-494-8690-868  
Position Number: 290-494-8690-865  
Position Number: 290-494-8690-867

Location: Fuel Industry Section - HQ Sacramento  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Joan Steinhart  
MIC: 31  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 323-9368

VPOS Date: 6/6/2007

**Filing Date: 06/20/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under close supervision of the Business Taxes Compliance Supervisor, the position locates and contacts individuals and representatives of organizations either by telephone, by mail or in person, to secure information and to obtain compliance with the provisions of the Fuel Taxes laws administered by the Board of Equalization. The Business Taxes Representative, Range A and B, perform the less difficult tasks, and the Business Taxes Representative, Range C, performs the more complicated tasks assigned. Interested candidates must meet educational requirements. The position is located in a high-rise building.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-496-8690-028

Location: Motor Carrier Section - HQ Sacramento  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Juanita Smith  
MIC: 65  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 324-2167

VPOS Date: 6/5/2007

**Filing Date: 6/19/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under close supervision of the Business Taxes Compliance Supervisor, the position locates and contacts individuals and representatives of organizations either by telephone, by mail or in person, to secure information and to obtain compliance with the provisions of the Fuel Taxes laws administered by the Board of Equalization. The Business Taxes Representative, Range A and B, perform the less difficult tasks, and the Business Taxes Representative, Range C, performs the more complicated tasks assigned. This position requires up to 10% travel. Please provide a copy of your transcripts with your application. Interested candidates must meet educational requirements. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-033-8690-950

Location: Oakland District Office  
Salary: \$3004 - \$4516  
Time Base: Full Time                      Tenure: Permanent  
Contact: Colleen Castile                      (510) 622-4163  
MIC: CH  
1515 Clay Street, Suite 303, Oakland, CA 94612  
VPOS Date: 5/31/2007

**Filing Date: 6/14/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the supervision of the Business Taxes Compliance Supervisor II, and the general guidance of a Business Taxes Compliance Specialist, the Business Taxes Representative (BTR) is assigned cases by computer or by source documents, on active, closed, miscellaneous and revoked cases. While working independently, the BTR must keep the supervisor informed of complex issues on assigned cases. Cases are worked in the office using the computer and contacting the taxpayer by telephone, fax and/or mail. The BTRs actions are to be recorded on the computer. Possible multiple hires. Please include a copy of transcripts with your application. Interested candidates must meet educational requirements. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-481-8690-014

Location: Return Analysis Unit  
Salary: \$3004 - \$4516  
Time Base: Full Time                      Tenure: Permanent  
Contact: Jeanette Radavice                      (916) 323-6469  
MIC: 35  
450 N Street, Sacramento, CA 95814  
VPOS Date: 6/6/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the supervision of a Business Taxes Compliance Supervisor, the Business Taxes Representative (BTR) learns the routine phases of the analysis activities of the Return Analysis Unit. The BTR interprets and applies sales and use tax law, analyzes sales and use tax returns, communicates with taxpayers and district office staff through verbal and written communication, and process relief from penalty cases. Interested candidates must meet education requirements. The position is located in a high-rise building.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-481-8690-039

Location: Return Analysis Unit  
Salary: \$3004 - \$4516  
Time Base: Full Time                      Tenure: Limited Term No. of Months: 12  
Contact: James Nishimura                      (916) 327-2084  
MIC: 35  
450 N Street, Sacramento, CA 95814  
VPOS Date: 6/5/2007

**Filing Date: Until Filled**

All applicants will be considered, however, SROA/Surplus will be given priority. Under the supervision of a Business Taxes Compliance Supervisor, the Business Taxes Representative (BTR) learns the routine phases of the analysis activities of the Return Analysis Unit. The BTR interprets and applies sales and use tax law, analyzes sales and use tax returns, communicates with taxpayers and district office staff through verbal and written communication, and process relief from penalty cases. Interested candidates must meet education requirements. The position is located in a high-rise building. Position may become permanent.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-481-8690-061

Location: Return Analysis Unit  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Carmelynn Crutchfield  
MIC: 35  
450 N Street, Sacramento, CA 95814  
VPOS Date: 6/5/2007

Tenure: Limited Term No. of Months: 6  
(916) 323-3550

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under close supervision of a Business Taxes Compliance Supervisor, the Business Taxes Representative (BTR) learns the routine phases of the analysis activities of the Return Analysis Unit (RAU) with an emphasis in Compliance Adjustments, Use Tax Reported on Franchise Tax Board Returns, and Tax Source Adjustments. The BTR interprets and applies sales and use tax law, transactions tax law, regulations and annotations to ensure taxpayer's compliance. The BTR analyzes sales and use tax returns, reviews taxpayer correspondence, communicates with taxpayers and district office staff through verbal and written communication, establishes determinations for additional tax, interest and penalties amounts due, performs return maintenance, processes relief from penalty cases and makes recommendations, and assists billing and adjustment staff with more complex cases. Position may become permanent. Interested candidates must meet educational requirements. The position is located in a high-rise building.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-481-8690-036

Location: Return Analysis Unit  
Salary: \$3004 - \$4516  
Time Base: Full Time  
Contact: Steve Guest  
MIC: 35  
450 N Street, Sacramento, CA 95814  
VPOS Date: 4/2/2007

Tenure: Permanent  
(916) 323-6470

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the supervision of a Business Taxes Compliance Supervisor, the Business Taxes Representative (BTR) learns the routine phases of the analysis activities of the Return Analysis Unit with an emphasis in Prepayment of Sales Tax on Fuel Sales (SG) Returns and retailers of Fuel Sales and Use Tax Returns (Schedule G). The BTR interprets and applies sales and use tax law analyzes sales and use tax returns, communicates with taxpayers and district office staff through verbal and written communication, and process relief from penalty cases. Interested candidates must meet educational requirements. The position is located in a high-rise building.

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-073-8690-030

Location: San Jose District Office  
Salary: - \$4516  
Time Base: Full Time  
Contact: Carmen Rubio  
MIC: GH  
250 South Second Street, San Jose, CA 95113-2706  
VPOS Date: 6/1/2007

Tenure: Permanent  
(408) 277-1498

**Filing Date: 6/15/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Performs compliance work under direct supervision of a Business Taxes Compliance Supervisor, including field collection, registration, revocation and criminal investigation. Understand and apply various business tax laws. If interested in position, please submit a standard State application and copy of college transcripts to show that the educational requirements for this position have been met, with your reply. Interested candidates must meet educational requirements. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES REPRESENTATIVE**

Position Number: 290-263-8690-950

Location: West Covina District Office

Salary: \$3004 - \$4516

Time Base: Full Time

Tenure: Permanent

Contact: Richard Cohen

(626) 480-7209

MIC: AP

1521 W Cameron Avenue, Ste. 300, West Covina, CA 91790

VPOS Date: 5/29/2007

**Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The Business Taxes Representative performs various collection and enforcement tasks including collection of accounts receivable, locate and contact debtors and/or assets, investigation and enforcement, registration, revocation and criminal investigations. Interested candidates must meet education requirements. A LEAP certification list will be utilized. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-326-4380-083

Location: Investigations Division - Sacramento

Salary: \$5153 - \$6263

Time Base: Full Time

Tenure: Permanent

Contact: Tammie Tessier-Jennings

(916) 324-2826

MIC: 42

450 N Street, Sacramento, CA 95814

VPOS Date: 6/5/2007

**Filing Date: 6/19/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Administrator I, the Business Taxes Specialist I will independently conduct the most difficult and complex investigations of tax evasion in various Board tax programs, serve in a lead capacity on complex criminal investigations, write and coordinate search warrants, prepare prosecution packages and work with local, state, and federal agencies in pursuing felony and misdemeanor fraud cases. Assist in preparing criminal audits, explain audit/or investigation findings, prepare appropriate reports, issue both civil and criminal citations and appear in court proceedings. The position will have Limited Peace Officer status. 50% out-of-town overnight travel. Travel required 50% of the time. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-486-4380-421

Location: Local Revenue Allocation Unit

Salary: \$5153 - \$6263

Time Base: Full Time

Tenure: Permanent

Contact: Diana Oldfield

(916) 324-2977

MIC: 27

450 N Street, Sacramento, CA 95814

VPOS Date: 5/23/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Candidates must possess the knowledge of local and district tax laws and have ability to evaluate work quality. Thorough knowledge of auditing, accounting practices, and procedures. Ability to apply provisions of sales and use tax laws and related legal opinions, court decisions, rules and regulations. Excellent oral and written communications skills. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-481-4380-003

Location: Return Analysis Unit  
Salary: \$5153 - \$6263  
Time Base: Full Time  
Contact: Dario Romano  
MIC: 35  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 323-5492

VPOS Date: 6/6/2007

**Filing Date: 06/20/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of a Business Taxes Compliance Supervisor, the Business Taxes Specialist I acts as a technical and operational expert for the billing, analysis and return processing program administered by the Return Analysis Unit (RAU). This involves representing the unit on agency wide taskforces and acting as a liaison between the Unit and other Board Departments, Divisions, Sections and Units resolving return processing and workflow issues. The Business Taxes Specialist I monitor's system performance and work quality issues relating to the Unit's day to day compliance functions. The Business Taxes Specialist I is assigned the most complex/sensitive cases handled by the Unit. The position is located in a high-rise building.

**BUSINESS TAXES SPECIALIST I**

Position Number: 290-472-4380-001

Location: Special Procedures Section  
Salary: \$5153 - \$6263  
Time Base: Full Time  
Contact: Scott Abel  
MIC: 55  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 322-2701

Email: Scott.Abel@boe.ca.gov

VPOS Date: 2/7/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Business Taxes Compliance Supervisor II, the Business Taxes Specialist I reviews, approves or disapproves assignments through IRIS Assignment Control; Develops, revises, and maintains training course materials for the Section; Participates in the formal training of headquarters and field staff in all aspects of legal collection activities; Prepares replies to tax and bankruptcy law issues and serves on special project committees; Reviews and prepares legal documents, referrals to the Office of the Attorney General for legal action; Reviews and prepares proposed replies to constituent complaints. This position exercises a high degree of independence and responsibility in these activities. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST II**

Position Number: 290-494-4379-006

Location: Fuel Industry Section

Salary:

Time Base: Full Time

Tenure: Permanent

Contact: Joan Steinhart

(916) 327-7070

MIC: 31

450 N Street, Sacramento, CA 95814

VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Principal Auditor, the Business Taxes Specialist II performs the last formal review and approval of all Summary Analyses prepared by staff, on all fuel tax and fee program petitions and claims, prior to referral to the Appeals Division for conference. Incumbent will also review recent Decision and Recommendations and provide management with feedback regarding the affect on the Fuel Taxes Division. This position is also responsible for determining when management intervention is required on specific cases due to the sensitive nature or emerging trends, and will provide the necessary information or reports regarding these types of issues for management. Incumbent as needed would develop written guidelines to aid staff in specific industry or legal issues. The position is located in a high-rise building.

**BUSINESS TAXES SPECIALIST II**

Position Number: 290-321-4379-821

**(OR) BUSINESS TAXES SPECIALIST I**

Position Number: 290-321-4380-821

Location: Internal Security and Audit Division

Salary: \$5390 - \$6879 (or) \$5153 - \$6263

Time Base: Full Time

Tenure: Permanent

Contact: Darlene Allen

(916) 324-1874

MIC: 54

450 N Street, Sacramento, CA 95814

VPOS Date: 3/7/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Supervisor (Business Taxes Administrator II), Internal Investigations and Security Section, the incumbent performs internal administrative investigations of allegations and complaints of employee misconduct and may participate or lead special projects as needed. Participates in or conducts protective and operational audits and reviews of the Board of Equalization's (BOE's) financial, accounting, and administrative operations. The incumbent is required to have knowledge of the tax laws administered by the BOE and its organization, functions, policies, and objectives. The incumbent should have the ability to speak and write effectively; handle a variety of sensitive and confidential assignments; and work effectively with Executive Management, program managers, unit supervisors, and all other individuals contacted in the work. Travel required 20% of the time. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**BUSINESS TAXES SPECIALIST III**

Position Number: 290-498-4378-001

Location: Fuel Taxes Division  
Salary: \$6552 - \$7584  
Time Base: Full Time  
Contact: Juanita Smith  
MIC: 65  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 324-2167

VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general leadership of the Chief, Fuel Taxes Division, the Business Taxes Specialist III (BTS III) serves as the highest level tax program advisor in matters of major policy and regulatory applications; serves as the division's primary resource for the development and evaluation for handling of unprecedented multistate, national, or international tax or fee policy issues and the development of complex legislation and regulations having statewide and industry wide impact; serves as the principal technical advisor to departmental management and legal staff on the most complex audit and compliance policies and procedures for the division requiring a high level of technical knowledge of all the tax and fee programs administered by the Board. If interested please provide a standard state application, resume and three examples of writing style. Examples of writing style must be something drafted within the past three years. The position is located in a high-rise building.



**State Board of Equalization  
Position Vacancy and Examination Announcements**

**CEA LEVEL 1, CHIEF, BOARD PROCEEDINGS DIVISION**

Position Number: 290-333-7500-001

Location: Board Proceedings Division

Salary: \$5970 - \$7580

Time Base: Full Time

Contact: Terri Deane

MIC: 17

450 N Street, MIC: 17, Sacramento, CA 95814

Tenure: C.E.A. (Career Executive Assignment)

(916) 323-9562

Email: tdeane@boe.ca.gov

VPOS Date: 5/1/2007

**Filing Date: 06/29/2007**

**POSITION DESCRIPTION**

Under the administrative direction of the Executive Director, the Chief, Board Proceedings Division manages the business of five elected Constitutional officers when they meet as the State Board of Equalization. The mission of the Chief is to provide California's business, income and property tax appellants the speediest possible resolution of their appeals to the Board, assure that all Constitutional, statutory and regulatory requirements for the conduct of the Board of Equalization's business are rigorously observed and efficiently manage the work of the Board of Equalization while in session. In addition, the Chief manages the Board of Equalization's franchise, income and property tax appeals programs, its business taxes Board hearing program, its rulemaking program and the campaign contributions disclosure program (the Quentin J. Kopp Conflict of Interest Act). The Chief develops and recommends policies to the Executive Director and the Board for the effective conduct of the Board of Equalization's administration of the Rules of Practice for the guidance of appellants, Rules of Order for the guidance of Members, Meeting Reference for the guidance of the Board of Equalization's executive management and staff, and chairs the Rulemaking Task Force for the establishment of revision of regulations.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives. These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**State Board of Equalization**  
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**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

1. Ability to communicate with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively both internally and with the public.
2. Ability to recognize and understand the political environment and the consequences of actions. Understanding of the roles and responsibilities of the constitutionally elected Board Members.
3. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, provide direction, build an effective team, and be a productive member of the agency-wide management team.
4. Understanding of the organizational structure and various functions of the Board of Equalization.
5. Familiarity with taxation, tax laws, rules, and regulations administered by the Board of Equalization, including related legal opinions and court decisions.
6. A willingness to work in a high-rise building.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Board Proceedings Division**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months. *The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process may consist of two phases. Phase One - an application and statement of qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the preceding minimum and desirable qualifications. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members and the Executive Director will make the final selection.

**FILING INSTRUCTIONS**

All application materials must be received by the Examination and Recruitment Section by the final filing date and time. Faxes will be accepted [(916) 323-3535]; however, the originals must be received prior to the start of the examination. Applications personally delivered, faxed, received via interoffice mail, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing date will not be accepted. Submit to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Terri Deane.

**Interested applicants must submit:**

A completed Standard State Application (Form 678). A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:** BOARD OF EQUALIZATION, Examination and Recruitment Section 450 N Street, MIC:17, Sacramento, CA 95814 Terri Deane | (916) 323-9562 | TDeane@boe.ca.gov

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**CEA LEVEL 4, DEPUTY DIRECTOR, ADMINISTRATION DEPT**

Position Number: 290-359-7500-001

Location: Administration Department

Salary: \$8721 - \$9612

Time Base: Full Time

Tenure: C.E.A. (Career Executive Assignment)

Contact: Terri Deane

(916) 323-9562

Email: [tdeane@boe.ca.gov](mailto:tdeane@boe.ca.gov)

MIC: 17

450 N Street, Sacramento, CA 95814

VPOS Date: 6/5/2007

**Filing Date: 6/29/2007**

**POSITION DESCRIPTION**

Under the general direction of the Executive Director, the Deputy Director, Administration Department, manages and directs the Board of Equalization's largest complex administrative functions, including Administrative Support Division, Financial Management Division, Personnel Management Division, and the Policy, Planning and Evaluation Division. The incumbent is a member of the Executive Director's Executive Management Team; provides consultation and advice to the Board of Equalization Members and the Executive Director on agency-wide issues with a focus on fiscal issues; provides direction on changes to State and internal agency fiscal policies and procedures; advocates with State control agencies on financial, personnel and related matters; and presents and testifies on budget issues with legislative staff and the Legislature.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**State Board of Equalization**  
**Position Vacancy and Examination Announcements**

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

1. Experience in managing day-to-day and year-end activities of a State agency's or department's budget.
2. Experience in managing day-to-day operations of a State agency's or department's facilities, personnel, and/or accounting functions.
3. Experience in working in a political environment and handling issues involving substantial consequences of actions. Cognizant of the roles and responsibilities of constitutionally elected Board of Equalization Members.
4. Demonstrated ability to develop cooperative relationships with program management and control agencies.
5. Ability to administer multi-disciplinary operations under the programmatic and budgetary constraints associated with the Board of Equalization.
6. Personal characteristics of integrity, initiative, creativity, adaptability, tact, dependability and sound judgment.
7. A willingness to work in a high-rise building.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administration Department**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process may consist of two phases. Phase One - an application, resume and statement of qualification rating. If necessary, Phase Two - a Qualification Appraisal Interview, which may include a structured question or a written proficiency test. The applications will be rated on the basis of the preceding minimum and desirable qualifications. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board Members will make the final selection.

**FILING INSTRUCTIONS**

All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535], however, the originals must be received prior to the start of the examination. Applications personally delivered, faxed, received via interoffice mail, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted. Submit to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Terri Deane.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**EXECUTIVE ASSISTANT**

Position Number: 290-311-1728-002

Location: Legal Department - Appeals Division  
Salary: \$3180 - \$3865  
Time Base: Full Time                      Tenure: Permanent  
Contact: Patricia Lucero                      (916) 323-4409                      Email: Pat.Lucero@boe.ca.gov  
MIC: 83  
450 N Street, Sacramento, CA 95812  
VPOS Date: 6/8/2007                      **Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Performs difficult and complex legal secretarial work; relieves the Assistant Chief Counsel of the most advanced level of administrative and complex specialized office details. Performs a wide variety of technical, analytical, and clerical tasks relating to the administration of the Appeals Division; must complete tasks and assignments independently. This position will be available July 9, 2007. The position is located in a high-rise building.

**EXECUTIVE SECRETARY I**

Position Number: 290-321-1247-001

**(OR) OFFICE TECHNICIAN (TYPING)**

Position Number: 290-321-1139-823

Location: Internal Security and Audit Division  
Salary: \$2921 - \$3551 (or) \$2598 - \$3157  
Time Base: Full Time                      Tenure: Permanent  
Contact: Heidi Mazzola                      (916) 324-2361                      Email: heidi.mazzola@boe.ca.gov  
MIC: 54  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/30/2007                      **Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Chief, Internal Security and Audit Division, the incumbent provides high-level secretarial support to the division performing a wide range of difficult and sensitive duties. Relieves the Chief of administrative and office details related to the daily operation of the division. Schedules the Chief's appointments and meetings and organizes related materials. Makes travel arrangements and itineraries for the Chief. Screens and directs callers and visitors to the appropriate division staff. Reviews completed reports and correspondence for format, accuracy, grammatical construction and adherence to Board policy. Processes incoming mail to assure sensitive matters are immediately routed to the chief or staff within the division. Maintains confidential investigation files and division administrative files. Assists in the fingerprint, badge, and ID card programs as needed. Acts as the Division Attendance Coordinator. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**JUNIOR PROPERTY APPRAISER**

Position Number: 290-322-5014-903

Location: County-Assessed Properties Division  
Salary: \$2724 - \$3156  
Time Base: Full Time                      Tenure: Permanent  
Contact: Sherrie Kinkle                      (916) 322-2921                      Email: Sherrie.Kinkle@boe.ca.gov  
MIC: 64  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007                      **Filing Date: Until Filled**

All applicants will be considered; however, SROA/Surplus will be given priority. Under the supervision of a Supervising Property Appraiser, the Junior Property Appraiser (BOE) in the Technical Services Section responds to telephone and written responses regarding basic personal property taxation issues; determines eligibility for the property tax welfare exemption. The position is located in a high-rise building.

## State Board of Equalization

### Position Vacancy and Examination Announcements

## MANAGEMENT SERVICES TECHNICIAN

Position Number: 290-333-5278-002

Location: BOE, Board Proceedings Division

Salary: \$2413 - \$3313

Time Base: Full Time

Tenure: Permanent

Contact: Kathryn Taylor

(916) 322-1923

Email: [kathryn.taylor@boe.ca.gov](mailto:kathryn.taylor@boe.ca.gov)

MIC: 97

450 N Street, Sacramento, CA 95814

VPOS Date: 5/31/2007

**Filing Date: 6/21/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the supervision of the Acting Staff Services Manager I, the Management Services Technician, in the Case Management Section, manages the progress of business taxes appeals files through the appeals conference program of the Board of Equalization's appeals process. "SUBJECT TO POST & BID" If you are a current Board of Equalization employee in this class, eligible under the terms of your bargaining unit contract to participate in Post & Bid and are interested in bidding on this position submit your STD 678, Employment Application (STD 678) to the Post and Bid Coordinator. Indicate Post and Bid and the position number in the "Examination(s) or Job Title(s) for Which You Are Applying" section of your application. Your application must be submitted to Sharon Wheeler, Post and Bid Coordinator at the Board of Equalization, 450 N Street MIC: 16, Sacramento, CA 95814 and received/post marked by the final filing date listed. The position is located in a high-rise building.

## OFFICE ASSISTANT (GENERAL)

Position Number: 290-316-1441-900

Location: Customer and Taxpayer Services

Salary: \$2006 - \$2679

Time Base: Intermittent

Tenure: Permanent

Contact: Mandy L. Romero

(916) 322-3124

MIC: 90

450 N Street, Sacramento, CA 95814

VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Information Center's Manager, incumbent would perform less technical tasks in support of the administrative needs of the Information Center such as: answering phones, customer service, sort and distribute mail, data entry, faxing; preparing various types of correspondence and notices in addition to ordering supplies. **WHO SHOULD APPLY:** Those who are eligible on a certification list for the above class or eligible to laterally transfer may apply for this position. Applications will be screened and only the most qualified will be interviewed. If interested, please submit a completed standard State application (Form 678). The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**OFFICE TECHNICIAN (GENERAL)**

Position Number: 290-392-1138-021

Location: Cashier Unit  
Salary: \$2551 - \$3103  
Time Base: Full Time  
Contact: Rebecca Davis  
MIC: 13  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/31/2007

Tenure: Permanent  
(916) 323-2144  
Email: Rebecca.Davis@boe.ca.gov

**Filing Date: 6/14/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Office Service Manager I, incumbent performs various clerical support and administrative tasks requiring organizational skills. Duties include, but are limited to: receptionist, prepares correspondence, writes receipts, opens and processes tax returns and on-lines payment. Knowledge of a standard personal computer keyboard and use of a 10 key calculator by touch is desirable. Work hours are 8:00 A.M. to 5:00 P.M. Mandatory overtime on weekdays and Saturdays during quarterly peak periods. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**OFFICE TECHNICIAN (TYPING)**

Position Number: 290-333-1139-005

Location: Board Proceedings Division  
Salary: \$2598 - \$3157  
Time Base: Full Time  
Contact: Claudia Madrigal  
MIC: 80  
450 N Street, Sacramento, CA 95814  
VPOS Date: 6/5/2007

Tenure: Permanent  
(916) 324-8261  
Email: claudia.madrigal@boe.ca.gov

**Filing Date: 6/19/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of the Manager, Tax and Fee Program Hearing Section, and direction of the Tax and Fee Hearing Section Analysts, the incumbent performs the full range of support duties for the Section's Analysts. The position is located in a high-rise building.

**OFFICE TECHNICIAN (TYPING)**

Position Number: 290-489-1139-007

Location: Environmental Fees Division  
Salary: \$2598 - \$3157  
Time Base: Full Time  
Contact: Jamie Harlow  
MIC: 88  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007

Tenure: Limited Term No. of Months: 24  
(916) 327-3417

**Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Section Supervisor, the Office Technician (T) is responsible for general administrative office functions and performs the most advanced clerical duties in support of the Environmental & Waste Reduction Section. This position has many varied duties, which requires a high degree of initiative, independence and confidentiality in order to complete tasks with a minimum of supervision or specific direction. \*Limited Term position may become permanent.\* The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**OFFICE TECHNICIAN (TYPING)**

Position Number: 290-300-1139-002

Location: Property and Special Taxes Department  
Salary: \$2598 - \$3157  
Time Base: Full Time                      Tenure: Permanent  
Contact: Dave McKillip                      (916) 323-9369  
MIC: 63  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007

**Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general direction of the Operations Manager, Property and Special Taxes Department, the Office Technician (T) is responsible for general administrative office functions, and performs the most advanced clerical duties including those of the Attendance Coordinator. This position has many varied duties that require a high degree of initiative, independence, originality, and confidentiality in order to complete tasks with minimum supervision. The position is located in a high-rise building.

**OFFICE TECHNICIAN (TYPING)**

Position Number: 290-381-1139-900

Location: Technology Services Division  
Salary: \$2598 - \$3157  
Time Base: Full Time                      Tenure: Permanent  
Contact: Shelley Morse                      (916) 445-1708  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 6/6/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. As a member of the Office Services Support team, performs the duties of the Attendance Coordinator and various other complex clerical responsibilities. Must demonstrate a high degree of initiative and independent judgment. Experience in Microsoft Suite of products including Word and Excel is desirable. All applications will be carefully screened and only the most qualified candidates will be selected for an interview. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**OFFICE TECHNICIAN (TYPING)**

Position Number: 290-381-1139-005

Location: Technology Services Division  
Salary: \$2598 - \$3157  
Time Base: Full Time                      Tenure: Permanent  
Contact: Shelley Morse                      (916) 445-1708  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/14/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. As a member of the Office Services Support team, performs various clerical support and administrative tasks. Must demonstrate a high degree of initiative and independent judgment. Experience in Microsoft Suite of products including Word and Excel is desirable. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.



**State Board of Equalization  
Position Vacancy and Examination Announcements**

**PERSONNEL SPECIALIST**

Position Number: 290-331-1303-705

Location: Personnel Transactions Section  
Salary: \$2516 - \$3933  
Time Base: Full Time                      Tenure: Permanent  
Contact: Stephanie Portela              (916) 322-0794  
MIC: 15  
450 N Street, Sacramento, CA 95814  
VPOS Date: 4/27/2007

**Filing Date: Until Filled**

All applicants will be considered, however SROA/Surplus must be given priority. The Board of Equalization is looking for individuals who are self motivated and enjoy a fast pace work environment. Candidates must have excellent communication and organizational skills, attention to detail and the ability to effectively apply laws, rules, regulations and bargaining unit contract provision. The incumbent will be responsible for independently researching and preparing documents for appointments, separations, various payroll benefit documents and miscellaneous changes. Candidates who applied during the January 2007 recruitment do not need to reapply as those applications will be considered for this recruitment. All time bases will be considered. The position is located in a high-rise building. Training and development assignments may be considered. The position requires the incumbent to be fingerprinted.

**SECRETARY**

Position Number: 290-331-1176-002

**(OR) OFFICE TECHNICIAN (TYPING)**

Position Number: 290-331-1139-125

Location: Human Resources Division, Division Chief  
Salary: \$2598 - \$3158 (or) \$2598 - \$3157  
Time Base: Full Time                      Tenure: Permanent  
Contact: Debra Harris                      (916) 327-8717  
MIC: 15  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

Are you looking for a challenging but rewarding career working in Human Resources with a state agency that prides itself in serving the public and administering revenues that support hundreds of state and local government programs and services? The Board of Equalization's Chief, Human Resources Division is looking for a highly motivated and creative individual with good clerical and organizational skills who could serve in a lead capacity with a great team of Human Resources professionals. If you enjoy working independently, have excellent communication skills, the ability to work with all levels of management, and the ability to provide completed staff work this could be the opportunity for you. We are located downtown within walking distance of the river, shopping mall and restaurants. All applicants will be considered however, SROA/Surplus will be given priority. The position is located in a high-rise building. Training and development assignments may be considered.

**State Board of Equalization**  
**Position Vacancy and Examination Announcements**

**SENIOR PROGRAMMER ANALYST (SPEC)**

Position Number: 290-381-1583-018

Location: Technology Services Division  
Salary: \$5388 - \$6875  
Time Base: Full Time                      Tenure: Permanent  
Contact: Paul Bacchi                      (916) 322-5902  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 2/7/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. A position exists for a Senior Programmer Analyst within the Desktop Application Unit at the Board of Equalization. The Desktop Applications Unit develops and maintains Windows client/server based desktop applications and supports the Board's intranet. To fill this position we are looking for a highly-motivated individual who can provide leadership and application development skills to a team of highly-skilled and motivated staff. Required skills (the ability to): lead, monitor, and coordinate the activities and tasks of other staff, establish effective working relationships with staff and management, communicate effectively (in writing and verbally), work with business liaisons to establish application requirements, provide accurate estimates of work and cost, identify staff training and development needs. Knowledge: an understanding of the Application Life Cycle, an understanding of the principles of project management, of database concepts and principles, of quality assurance and quality control methods. Knowledge of Delphi, ColdFusion, and Dreamweaver is desirable but not necessary. Similar experience may be substituted. The position is located in a high-rise building. Please state your eligibility for this position in the Explanation section of your application. The position requires the incumbent to be fingerprinted.

**STAFF INFO SYSTEMS ANALYST (SPECIALIST)**

Position Number: 290-381-1312-007

Location: Technology Services Division  
Salary: \$4898 - \$6253  
Time Base: Full Time                      Tenure: Permanent  
Contact: Wayne Williams                      (916) 322-9675  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 4/28/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The BOE Servers and Infrastructure Unit is looking for a high energy individual with strong technical development skills and proven ability to install, configure and support Windows Cluster Servers, Domain Name System (DNS) and Dynamic Host Configuration Protocol (DHCP). A working knowledge or familiarity with Zenworks, BorderManager, Linux and VMWARE is desirable. The selected candidate will work individually and as part of a team to perform problem analysis and remediation, configuration and re-design where needed. Install and manage servers, upgrades and patches. Manage system backups and restore files. Responsibilities may require overtime and working on weekends for after-hours emergencies and scheduled work. Must be able to establish and maintain effective team-building relationships with management, staff and vendors. Must be customer service oriented and self-motivated to meet stringent workload and project deadlines. This position is located in a high-rise building. Please state your eligibility for this position in the Explanations section of your application. The position requires the incumbent to be fingerprinted.

**State Board of Equalization**  
**Position Vacancy and Examination Announcements**

**STAFF INFO SYSTEMS ANALYST (SPECIALIST)**

Position Number: 290-381-1312-020

Location: Technology Services Division  
Salary: \$4898 - \$6253  
Time Base: Full Time                      Tenure: Permanent  
Contact: Lisa Senitte                      (916) 445-4430  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 2/7/2007

**Filing Date: Until Filled**

All applicants will be considered, however, SROA/Surplus will be given priority. Under the direction of the DPM III, the incumbent will assist management in developing tactical and strategic IT infrastructure objectives. Acts as project coordinator on new network technology projects. Develops strategies and maintains comprehensive project plans and schedules. Identifies and prepares comprehensive analysis, makes recommendations to resolve issues, and provides recommendations on feasibility, impact, and priority. The incumbent will also be responsible for evaluating network hardware and commercial, off-the-shelf (COTS) software for conformance with business processes and compliance with BOE standards. Acts as a liaison with network hardware and software vendors and consultants. Must be able to establish and maintain effective team-building relationships with management, staff, and vendors. Must be customer service oriented and self-motivated to meet stringent workload and project deadlines, and be prepared to work independently within an overall team framework, when required. This position is located in a high-rise building. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**STAFF INFO SYSTEMS ANALYST (SPECIALIST)**

Position Number: 290-381-1312-068

Location: Technology Services Division  
Salary: \$4898 - \$6253  
Time Base: Part Time    4/5 Time Hours:    Tenure: Permanent  
Contact: Cristina Herrera                      (916) 323-2795  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 4/3/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The Staff Information Systems Analyst (Staff ISA) will be responsible for the leadership, guidance, facilitation, analysis, review, and management of all activities related to the Board's and the Technology Services Division's information technology budget, including Department of Technology (DTS) billing analysis. The Staff ISA will maintain fiscal and operational relationships with the Board's Financial Management Division, the Department of Finance and the DTS. The Staff ISA will assist in the development of Feasibility Study Reports, Budget Change Proposals, and other control agency required documents. The Staff ISA will serve as a backup to the agency administrator for Resource Access Control Facility (RACF) Security. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STAFF INFO SYSTEMS ANALYST (SPECIALIST)**

Position Number: 290-073-1312-086

**(OR) ASSOCIATE INFORMATION SYSTEMS ANALYST (SPEC)**

Position Number: 290-073-1470-086

**(OR) ASSISTANT INFORMATION SYSTEMS ANALYST**

Position Number: 290-073-1479-086

Location: San Jose District Office  
Salary: \$4898 - \$6253 (or) \$4467 - \$5703 (or) \$3004 - \$4742  
Time Base: Full Time Tenure: Permanent  
Contact: Veronica Santillanes (408) 277-1165  
MIC: GH  
250 South Second Street, San Jose, CA 95113-2706

VPOS Date: 5/31/2007

**Filing Date: 6/14/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under general direction of the District Administrator, the Staff Information Systems Analyst (SISA) is responsible for all aspects of the Local Area Network (LAN), desktop PC's, laptops and systems for the San Jose District. The SISA also provides recommendations and advice to SUTD management regarding the more complex data processing technology, systems and applications; the development and interpretation of applications and the maintenance of all San Jose systems including those on the mainframe computer, the Local Area Network (LAN) desktop PC's and laptops. They also provide consultation and analytical input to SUTD management on systems related to specific work functions; coordinates all data processing activities; participates in feasibility studies for proposed data processing equipment, programs and program changes. The Associate Information Systems Analyst (AISA) position is responsible for all aspects of the LAN, desktop PC's and laptops. Under general direction of the District Administrator, the Assistant Information Systems Analyst (Asst. ISA) is responsible for all aspects of the LAN, desktop PC's and laptops in the District Office (including branch office), additions and enhancements. Addresses issues of repair, maintenance, user training, backup, security, 1st level trouble shooting, software support and upgrades. If interested in position, please submit a standard State application and resume. The position requires the incumbent to be fingerprinted.

**STAFF PROGRAMMER ANALYST**

Position Number: 290-381-1581-759

**(OR) ASSOCIATE PROGRAMMER ANALYST**

Position Number: 290-381-1579-759

**(OR) PROGRAMMER II**

Position Number: 290-381-1383-759

**(OR) PROGRAMMER I**

Position Number: 290-381-1382-759

Location: Technology Services Division  
Salary: \$4898 - \$6253 (or) \$4467 - \$5703 (or) \$3900 - \$4978 (or) \$3155 - \$3953  
Time Base: Full Time Tenure: Permanent  
Contact: Scott Capulong (916) 323-9783  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 6/7/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Serves as a member of a project team or works independently to develop new applications and maintain/enhance existing programs and/or systems. Required knowledge, skills and abilities: knowledge in systems analysis, design, coding, unit testing, and integration testing; ability to work independently and as part of a team; ability to work cooperatively with others; ability to communicate effectively, both orally and in writing. Desirable experience/qualifications: Natural/Adabas. Willing to consider hiring at the Associate Programmer Analyst, Programmer II, or Programmer I classifications. All applications will be carefully screened and only the most qualified candidates will be selected for an interview. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STAFF PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1581-950

**(OR) ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1579-950

Location: Technology Services Division  
Salary: \$4898 - \$6253 (or) \$4467 - \$5703  
Time Base: Full Time Tenure: Permanent  
Contact: Brian Shijo (916) 323-8908  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 2/22/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The incumbent will serve in a leadership role for the Corporate Support Mid-Tier Unit. Lead support position for maintaining existing applications or develop new applications that support the corporate mid-tier environment. The mid-tier environment supports applications that produce tax returns, receipt of payments, and management of accounts receivable and allocation of revenues. Serve as either lead or member of a project team for large scale enhancements to the subsystem.

JAVA(J2EE) experience is required. Please state your eligibility for this position in the Explanations section of your application. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**STAFF PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1581-061

**(OR) ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)**

Position Number: 290-381-1579-748

**(OR) PROGRAMMER II**

Position Number: 290-381-1383-748

Location: Technology Services Division  
Salary: \$4898 - \$6253 (or) \$4467 - \$5703 (or) \$3900 - \$4978  
Time Base: Full Time Tenure: Permanent  
Contact: Dennis Hayes (916) 322-8839  
MIC: 26  
450 N Street, Sacramento, CA 95814

VPOS Date: 5/11/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The Desktop Application Unit at the Board of Equalization is seeking a dynamic analyst who is looking for an opportunity in a fast paced diverse unit. Under the supervision of a Data Processing Manager II and the technical leadership of a Senior Programmer Analyst (Specialist), the Staff Programmer Analyst (Specialist) performs at full journey level in developing and/or enhancing applications that support the Board of Equalization's business processes. The incumbent may be a project lead, serve as a member of a project team, and/or work independently. The Staff Programmer Analyst also provides training and mentoring to new and/or less experienced staff. Willing to consider hiring at the Associate Programmer Analyst and Programmer II levels. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Information Technology (IT) concepts, practices, methods and principles of processing data on server platforms. Knowledge of supporting and implementing structured change management methodologies. Knowledge of application life cycle methodologies. Ability to convey complex ideas and information in a logical and accurate manner. Demonstrate a rational and organized approach to problem solving and produce required results. Ability to work well independently and/or as part of a team. Follow specific written and oral instructions. Have excellent written and verbal communication skills. Be able to work cooperatively with others and gain their respect and confidence. Represent the organization within and outside the Board that will enhance public respect for, and confidence in the employee, agency and state government as a whole. **DESIRABLE EXPERIENCE/QUALIFICATIONS:** Experience with Access, Macromedia, HTML, Cold Fusion, Delphi, or similar tools. Experience in working with diversified project teams, including internal, external customers and non-technical staff. Familiarity with SQL Server. **ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.** The position is located in a high-rise building. State your eligibility for position in the Explanations section of application.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**STUDENT ASSISTANT**

Position Number: 290-381-4870-699

Location: Technology Services Division  
Salary: \$1410 - \$1877  
Time Base: Part Time  
Contact: Jerry Lairamore  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 4/28/2007

Tenure: TAU  
(916) 327-7900

**Filing Date: Until Filled**

Two student assistant positions are available. All applicants will be considered however, SROA/Surplus will be given priority. Under the direct supervision of a Data Processing Manager II and lead technical staff, the Student Assistant will provide information technology support and assistance by configuring and installing computers, laptops, printers, and personal computer peripherals. The Student Assistant will also respond to, troubleshoot, and resolve minor computer problems and update inventory data. Must be able to work a minimum of 20 hours per week. The position is located in a high-rise building.

**STUDENT ASSISTANT**

Position Number: 290-381-4870-900

Location: Technology Services Division  
Salary: \$1410 - \$1877  
Time Base: Full Time  
Contact: Patty Taylor  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 6/5/2007

Tenure: Permanent  
(916) 322-2959

**Filing Date: 6/19/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the supervision of the Information Systems Technician Supervisor II, the Student Assistant is responsible for performing the functions associated with the Production File Processing, Media and Production Print Processing groups. The student assistant will provide support to the technical staff, reviewing input and output for accuracy, log maintenance, separating reports, properly route work and assist in processing media received at the Board. Knowledge of Microsoft Applications, line and laser printers, and JES commands desirable, but not required. The position is located in a high-rise building.

**STUDENT ASSISTANT**

Position Number: 290-381-4870-900

Location: Technology Services Division  
Salary: \$1410 - \$1877  
Time Base: Part Time  
Contact: Patty Taylor  
MIC: 26  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/31/2007

Tenure: TAU  
(916) 322-2959

**Filing Date: 6/14/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the supervision of the Information Systems Technician Supervisor II, the Student Assistant is responsible for performing the functions associated with the Production File Processing, Media and Production Print Processing groups. The student assistant will provide support to the technical staff, reviewing input and output for accuracy, log maintenance, separating reports, properly route work and assist in processing media received at the Board. Knowledge of Microsoft Applications, line and laser printers, and JES commands desirable, but not required. The position is located in a high-rise building.

**State Board of Equalization**  
**Position Vacancy and Examination Announcements**

**SUPERVISING TAX AUDITOR III**

Position Number: 290-464-4271-002

Location: Audit and Information Section  
Salary: \$5946 - \$7589  
Time Base: Full Time Tenure: Permanent  
Contact: Jeff McGuire (916) 324-1825  
MIC: 44  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/23/2007

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. The Supervisor of the Audit and Information Section is responsible for planning, organizing, directing, and evaluating the activities of two Units, the Information and Advisory Unit and the Audit Support Unit. The position assists and advises the Chief of the Tax Policy Division, Deputy Director, and executive management on sensitive and complex policy issues and identifies potential problems: makes recommendations, develops or formulates policies on procedural or tax law matters: and, coordinates audit projects involving interdepartmental functions. Acts on behalf of the Tax Policy Division Chief as needed. The position is located in a high-rise building.

**TAX AUDITOR**

Position Number: 290-492-4267-971

Location: Environmental Fees Division  
Salary: \$3155 - \$4742  
Time Base: Part Time 1/2 Hours: time Tenure: Permanent  
Contact: Andrei Shkidt (916) 324-2161  
MIC: 57  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007

**Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of the Supervising Tax Auditor I, the Tax Auditor performs field and office audits under the Environmental Fees programs. The audits will be conducted independently and be of average difficulty. The audit functions include developing an audit program, examining taxpayer's EDP business records, reviewing and evaluating, petitions, analyzing taxpayer's claims for refund, reviewing other related audit information, and discussing the application of tax laws with taxpayers, accountants and staff. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3155, Range A only. Travel required 50% of the time. Interested candidates must meet educational requirements. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**TAX AUDITOR**

Position Number: 290-553-4267-050

Location: Santa Ana District Office  
Salary: \$3155 - \$4742  
Time Base: Full Time Tenure: Permanent  
Contact: Richard Hess (714) 796-1615  
MIC: EA  
28 Civic Center Plaza, Room 239, Santa Ana, CA 92701  
VPOS Date: 6/5/2007

**Filing Date: 6/19/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Mobile Worker Position. Interested candidates must possess the knowledge of Tax Law and meet specific educational requirements. Under the general direction of a Supervising Tax Auditor I, this position is responsible for auditing sophisticated, medium and large companies, analyzing complex business records and tax inquiries. The Tax Auditor starting salary receives a Hiring-Above-Minimum (HAM) total salary rate of \$3155, Range A only. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX COUNSEL**

Position Number: 290-311-6728-863

Location: Appeals Division  
Salary: \$4674 - \$7828  
Time Base: Full Time  
Contact: Patricia Lucero  
MIC: 83  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/9/2007

Tenure: Permanent  
(916) 323-4409

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Assistant Chief Counsel and Supervising Tax Counsel this position functions as a Tax Attorney and performs duties in connection with the Board's administration of its tax programs. The position is located in the Legal Appeals Division. Permanent - Fulltime. The position is located in a high-rise building.

**TAX COUNSEL**

Position Number: 290-311-6728-832

Location: Legal Affairs Division  
Salary: \$4674 - \$7828  
Time Base: Full Time  
Contact: Patricia Lucero  
MIC: 83  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/10/2007

Tenure: Permanent  
(916) 323-4409

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of the Assistant Chief Counsel and Supervising Tax Counsel in the Legal Department, this position functions as a Tax Attorney and performs duties in connection with the Boards administration of its tax programs. Analyze and research legal and factual issues in bankruptcy cases handled in-house; assist and liaison with the out-of-state counsel in out-of-state bankruptcy cases, and, as determined by the Supervising Tax Counsel and the Tax Counsel IV, handle various issues in-house in those cases. If you are new to state service, your name must appear on the Certification List for this classification. The position is located in a high-rise building.

**TAX COUNSEL**

Position Number: 290-311-6728-095

Location: Legal Department  
Salary: \$4674 - \$7828  
Time Base: Full Time  
Contact: Patricia Lucero  
MIC: 83  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/30/2007

Tenure: Permanent  
(916) 323-4409

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Tax Counsel position available in the Appeals Division. Under the direction of the Assistant Chief Counsel and Supervising Tax Counsel in the Legal Department, this position functions as a Tax Attorney and performs duties in connection with the Boards administration of its tax programs. If you are new to state service, your name must appear on the Board of Equalization Certification List for this classification. The test can be taken on the internet. The positions are located in a high-rise building. This position will be available to fill on July 2, 2007.



**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX COUNSEL**

Position Number: 290-311-6728-833

Location: Tax and Fee Programs Division  
Salary: \$4674 - \$7828  
Time Base: Full Time                      Tenure: Permanent  
Contact: Patricia Lucero                      (916) 323-4409                      Email: Pat.Lucero@boe.ca.gov  
MIC: 83  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/10/2007                      **Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of and Assistant Chief Counsel and Supervising Tax Counsel in the Property Taxes Section of the Tax and Fee Programs Division provide legal services to the Board and Board staff with respect to assigned subject matter areas, performing legal work of average difficulty, including, but not limited to the following duties: conduct research; draft opinions; answer oral and written inquiries from the staff, the Board, other Governmental entities and the public; appear at hearings of the Board representing Valuation and Policy, Planning and Standards staff. Call for duty statement. The position is located in a high-rise building.

**TAX TECHNICIAN I**

Position Number: 290-322-1973-902

Location: County-Assessed Properties Division  
Salary: \$2205 - \$2877  
Time Base: Full Time                      Tenure: Permanent  
Contact: Bob Reinhard                      (916) 445-0363                      Email: Bob.Reinhard@boe.ca.gov  
MIC: 62  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007                      **Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of the Supervising Property Appraiser, the Tax Technician I learns and performs a series of less difficult technical duties to assist a survey team in completing appraisal reviews and/or office surveys, and travels throughout California. Travel required 25% of the time. The position is located in a high-rise building.

**TAX TECHNICIAN I**

Position Number: 290-486-1973-757

Location: Local Revenue Allocation Unit  
Salary: \$2205 - \$2877  
Time Base: Full Time                      Tenure: Permanent  
Contact: Diana Oldfield                      (916) 324-2977  
MIC: 27  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/25/2007                      **Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Processes incoming and outgoing Goldenrod (investigation) assignments for the unit, answers unit telephone console responding to basic tax law and regulation questions, monitors unit Training assignments, maintains unit equipment inventory database, performs liaison personnel duties, performs return processing and acts as back up for supply ordering and incoming/outgoing mail. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX TECHNICIAN II**

Position Number: 290-468-1974-530

Location: Centralized Collection Section  
Salary: \$2551 - \$3103  
Time Base: Full Time                      Tenure: Permanent  
Contact: Alan Giorgi                      (916) 445-3802  
MIC: 95  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007

**Filing Date: 6/15/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The position is subject to being approved as part of the 2007/2008 budget. The Tax Technician II performs a variety of support tasks such as, maintaining a database of tax leads, and outcomes, ordering and controlling external agency information, helping process incoming mail, batching payments, answering telephones, etc. Must be able to work in high rise building. The position requires the incumbent to be fingerprinted.

**TAX TECHNICIAN II**

Position Number: 290-053-1974-035

**(OR) TAX TECHNICIAN I**

Position Number: 290-053-1973-035

Location: Rancho Mirage Branch Office  
Salary: \$2551 - \$3103 (or) \$2205 - \$2877  
Time Base: Part Time    Hours: 20                      Tenure: Permanent  
Contact: Ernest Fudge                      (951) 680-6715  
MIC: EH  
3737 Main Street, Suite 1000, Riverside, CA 92501  
VPOS Date: 5/31/2007

**Filing Date: 6/14/2007**

Position located in Rancho Mirage. All applicants will be considered however, SROA/Surplus will be given priority. Under the direction of a Business Taxes Compliance Supervisor, the Tax Technician I is responsible for the more routine technical duties that may include account maintenance, telephone and receptionist duties. Possible multiple hires at the Tax Technician I level only, the Tax Technician II is responsible for the more complex technical duties. This includes, but is not limited to, issuing permits to new businesses by mail and in person, handling the full range of account maintenance duties, working delinquencies, conducting taxpayer interviews which may involve complicated situations. The incumbent will receive an additional \$100.00 per month pay differential. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**TAX TECHNICIAN II**

Position Number: 290-083-1974-021

**(OR) TAX TECHNICIAN I**

Position Number: 290-083-1973-864

Location: Sacramento District Office  
Salary: \$2551 - \$3103 (or) \$2205 - \$2877  
Time Base: Full Time                      Tenure: Permanent  
Contact: Eva Delgado                      (916) 227-6797  
MIC: KH  
3321 Power Inn Road #210, Sacramento CA 95826-3889  
VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Tax Technician II – Incumbent is responsible for counter interview duties, assist taxpayers with seller's permit, proper coding and preparation of forms and back-up cashier duties. Tax Technician I – Incumbent is responsible for full range of security processing, account maintenance, closeout, tax return and advisory duties for terminal digit accounts. The incumbent will receive an additional \$100.00 per month pay differential. The position requires the incumbent to be fingerprinted.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX TECHNICIAN III**

Position Number: 290-468-1975-529

Location: Centralized Collection Section  
Salary: \$2854 - \$3470  
Time Base: Full Time                      Tenure: Permanent  
Contact: Alan Giorgi                      (916) 445-3802  
MIC: 95  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007

**Filing Date: 6/15/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The position is subject to being approved as part of the 2007/2008 budget. The Tax Technician III independently makes initial contact with taxpayer on the less difficult collection and use tax cases, determines the action to be taken, and follows up accordingly. The accounts are worked from the office by telephone and through the mail. A personal computer is used to obtain daily assignments, record actions and enter case notes. This position receives the Tax Technician payment differential. The incumbent will receive an additional \$100.00 per month pay differential. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**TAX TECHNICIAN III**

Position Number: 290-468-1975-528

Location: Centralized Collection Section  
Salary: \$2854 - \$3470  
Time Base: Full Time                      Tenure: Permanent  
Contact: Alan Giorgi                      (916) 445-3802  
MIC: 95  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/29/2007

**Filing Date: 6/15/2007**

All applicants will be considered however, SROA/Surplus will be given priority. The position is subject to being approved as part of the 2007/2008 budget. The Tax Technician III independently makes initial contact with taxpayer on the less difficult collection and use tax cases, determines the action to be taken, and follows up accordingly. The accounts are worked from the office by telephone and through the mail. A personal computer is used to obtain daily assignments, record actions and enter case notes. This position receives the Tax Technician payment differential. The incumbent will receive an additional \$100.00 per month pay differential. The position is located in a high-rise building. The position requires the incumbent to be fingerprinted.

**TAX TECHNICIAN III**

Position Number: 290-489-1975-009

Location: Environmental Fees Division  
Salary: \$2854 - \$3470  
Time Base: Full Time                      Tenure: Limited Term No. of Months: 24  
Contact: Lisa Sherrod                      (916) 327-7123  
MIC: 88  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/30/2007

**Filing Date: 6/13/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the general supervision of a Business Taxes Compliance Supervisor II, the incumbent reviews account information, returns, documents, issues billings, refunds or makes account adjustments as needed. Serves as an expert staff resource person for complex delinquency, accounts receivable and return review functions for the Electronic Waste Recycling Fee Section.

\*Limited term position may become permanent\* The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX TECHNICIAN III**

Position Number: 290-493-1975-011

Location: Excise Taxes Division  
Salary: \$2854 - \$3470  
Time Base: Full Time  
Contact: Chi Vuong  
MIC: 56  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 327-6416

VPOS Date: 5/25/2007

**Filing Date: 6/11/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under the close supervision of the Business Tax Compliance Supervisor II, the Tax Technician III uses highly independent initiative and judgment. The Tax Technician III acts in a lead capacity as an expert staff resource person, responsible for the most sensitive and complex security issues. The TTIH has a working knowledge of the registration process and communicates with the public concerning the Alcoholic Beverage, Cigarette & Tobacco Products and Cigarette & Tobacco Licensing programs administered by the Excise Taxes Division. As a public contact position, it is eligible to receive the \$100 pay differential. The position is located in a high-rise building.

**TAX TECHNICIAN III**

Position Number: 290-316-1975-014

Location: Information Center  
Salary: \$2854 - \$3470  
Time Base: Full Time  
Contact: Deborah Harper  
MIC: 90  
450 N Street, Sacramento, CA 95814

Tenure: Permanent  
(916) 323-4050

VPOS Date: 5/25/2007

**Filing Date: 6/11/2007**

Are you interested in a fast paced, challenging position? Looking for a job with satisfaction achieved by helping and serving others? Do you like to talk to people and help them solve problems or answer questions for them? Want to become knowledgeable on all tax programs administered by the Board of Equalization? Come join our team, answer calls on the toll free line in the Information Center and qualify for a \$100 per month pay differential! Call for a copy of the Duty Statement today! Work hours are 8:15 a.m. to 5:15 p.m. WHO SHOULD APPLY: Those who are eligible on a certification list for the above class or eligible to laterally transfer may apply for this position. Applications will be screened and only the most qualified will be interviewed. If interested, please submit a completed standard State application (Form 678). All applicants will be considered however, SROA/Surplus will be given priority. The incumbent will receive an additional \$100.00 per month pay differential. The position is located in a high-rise building.

**State Board of Equalization  
Position Vacancy and Examination Announcements**

**TAX TECHNICIAN III**

Position Number: 290-481-1975-093

Location: Return Analysis Unit  
Salary: \$2854 - \$3470  
Time Base: Full Time  
Contact: Cindy Thomas  
MIC: 35  
450 N Street, Sacramento, CA 95814  
VPOS Date: 5/25/2007

Tenure: Permanent  
(916) 323-6472

**Filing Date: Until Filled**

All applicants will be considered however, SROA/Surplus will be given priority. Under general direction, the Tax Technician III performs a variety of complex technical duties relative to the Sales and Use Tax Program return processing, billing, adjusting and delinquency maintenance functions of the Unit. This position has an emphasis on the processing of the prepaid sales tax on fuel distributions. The Tax Technician III works independently with little day to day supervision, reviewing account files, correspondence and documents to process fuel distributor, broker and retailer returns and reconciles sales tax prepayments on fuel transactions/transfers. Additionally, the Tax Technician III serves as an expert staff resource responsible for the more sensitive and complex work. Applies laws, regulations, policies and procedures to the return processing, billing, adjusting and delinquency maintenance workload of the section. The position is located in a high-rise building.

**TAX TECHNICIAN III**

Position Number: 290-263-1975-006

Location: West Covina District Office  
Salary: \$2854 - \$3470  
Time Base: Part Time 3/5 Time Hours:  
Contact: Hiram Fernandez  
MIC: AP  
1521 W Cameron Avenue, Ste 300, West Covina, CA 91790  
VPOS Date: 5/29/2007

Tenure: Permanent  
(626) 480-7207

**Filing Date: 6/12/2007**

All applicants will be considered however, SROA/Surplus will be given priority. Under general direction, the Tax Technician III performs a variety of complex technical duties relative to the operations of the field district office. This position may serve as counter lead, head cashier, or collection. It is extremely important that the incumbent understands the overall operation of the counter, cashing procedures, and the complexity of ACMS. Position is 3/5 time base. A LEAP certification list will be utilized. The incumbent will receive an additional \$100.00 per month pay differential. The position requires the incumbent to be fingerprinted.

# *Board of Equalization*

## *Examinations*

### **Current C.E.A. Exams:**

- C.E.A. Level 1, Chief, Board Proceedings Division  
Final Filing Date: extended June 29, 2007 (by 4:00 P.M.)
- C.E.A. Level 4, Deputy Director, Administration Department  
Final Filing Date: June 29, 2007 (by 4:00 P.M.)

### **Current Promotional Exams:**

- Business Taxes Compliance Specialist  
Promotional: Statewide  
Final Filing Date: June 15, 2007
- Personnel Supervisor I  
Promotional Spot: Sacramento  
Final Filing Date: June 22, 2007
- Tax Service Specialist  
Promotional Spot: Sacramento  
Final Filing Date: June 22, 2007

### **Continuous Filing Exams:**

- Associate Governmental Program Analyst – Spot Sacramento
- Associate Tax Auditor
- Business Taxes Compliance Specialist
- Tax Technician II

### **Open Continuous Filing Exams:**

- Assistant/Associate Property Appraiser (Bulletin revised 8/2005)\*
- Assistant/Associate Property Auditor Appraiser (Bulletin revised 8/2005)\*
- Business Taxes Representative\*
- Tax Auditor\*
- Tax Counsel (Open Spot – Sacramento)\*
- Tax Technician I (Bulletin revised 6/2006)

**\*Exams administered on the Internet** (Internet address: (<http://exams.spb.ca.gov>))

Board of Equalization employees can view the above bulletins on the Board's Intranet site (eBOE). For further information, you may contact the Examination Section at (916) 324-4807.

### **STATE PERSONNEL BOARD ADMINISTERED EXAMS**

The Board utilizes the Key Data Operator, Office Assistant (General and Typing), Office Technician (General and Typing) and the Staff Services Analyst exams administered by the State Personnel Board on an open basis. For more information on these exams visit the SPB's Internet website <http://jobs.spb.ca.gov/bulletinsrd.cfm> or contact the Board's Examination Section.